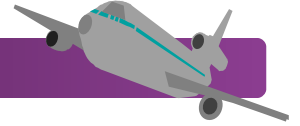


Defense Travel System

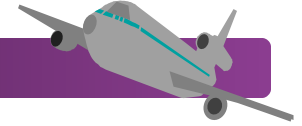


DTS Training





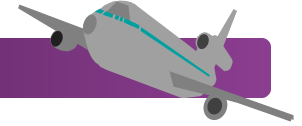
Life-Cycle Training Support



- **Train-the-Trainer**
- **Sustainment Training**
 - **Tutorial**
 - **On-Line Help**
 - **Computer-based Training**
 - **DTS User's Guide**



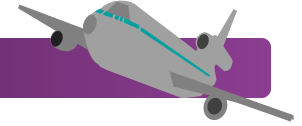
DTS Training Program



- **5 day session - Trainers**
 - **Government: Policies/Procedure**
 - **Vendor: System Training (CUI)**
- **Centralized Locations - DTR6**
- **Comprehensive Instruction Material**



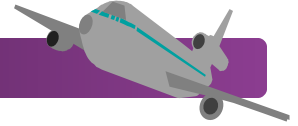
Organization Responsibilities



- **Identify Trainers**
- **Develop Internal Training Plan**
- **Trainers review the DTS User's Guide prior to attending PMO/Vendor training**
- **Train travelers, authorizing officials, Defense Travel Administration and additional trainers prior to deployment of DTS**
- **Travel and per diem funding for participants is the responsibility of the parent organization**



Who Should Train?

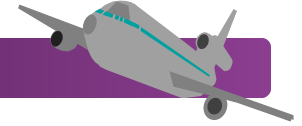


Trainers should:

- **Be knowledgeable in travel areas/issues - Travel, Finance, Personnel.**
- **Have Training/Instructional background.**
- **Computer literate (Use of Microsoft Windows)**
- **Have 12 months remaining on station.**



Government Policies and Procedures Train-the-Trainer Module



Introduction to the Defense Travel System Training Program

LESSON 1 Overview of the Defense Travel System

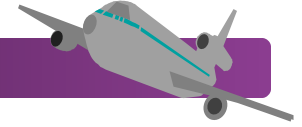
LESSON 2 DoD Travel Policy
Simplified Entitlements
Proportional Meal Rates
Government Travel Card

LESSON 3 Roles and Responsibilities
Traveler
Authorizing Official
Defense Travel Administration
Finance Functions

LESSON 4 Digital Signature



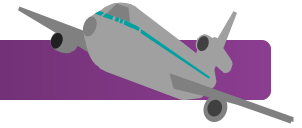
TRW Train-the-Trainer Curriculum



<u>Day</u>	<u>Lesson</u>	<u>Hours</u>
1 8	Document Preparation Training Module	
2 4.5	Document Preparation Training Module (Cont'd)	
3 3.5	Authorizing Official Training Module	
3 8	Document Preparation Administration (DTA) Training Module	



TRAINING TIMELINE (GENERIC)



TRAINING
COORDINATION
DATE

TRAINING DATE

IMPLEMENTATION
DATE

TRAIN THE TRAINER

150 Days

120 Days

90 Days

60 Days
(+/-10)

Deployment
Team

DTA s identified

Trainers identified

4 two-man training teams



Training Coordination Complete

Daily contact with major CTO WG Staff

Advise command to fill over 1200 seats:

1. 12 months remaining on tour
2. Experience with Finance/travel regs.
3. Proper mix from large regions

Develop data bases for training

One point of contact for TNG team

Travel ahead trouble shooter

AOs and Trainers identified

20 Oct 98



Training Priorities

